

Job Opening

Employee referral/Incentive Program

Position: FINANCIAL ANALYST-ACCOUNTING:

Analyzing trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses. Report company's finances to management and offer suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts. Prepare asset, liability and capital account entries by compiling and analyzing account information. Document financial transactions by entering account information. Recommend financial actions by analyzing accounting options. Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports. Substantiate financial transactions by auditing documents. Maintain accounting controls by preparing and recommending policies and procedures. Reconcile financial discrepancies by collecting and analyzing account information. Secure financial information by completing database backups. Verify, allocate, post and reconcile transactions. Produce error-free accounting reports and present their results. Analyze financial information and summarize financial status. Review and recommend modifications to accounting systems and procedures. Participate in financial standards setting and in forecast process. Provide input into project's goal setting process. Prepare financial statements and produce budget according to schedule. Conduct internal audits to ensure compliance. Support the company during any external audit. Support month-end and year-end close process. Develop and document business processes and accounting policies to maintain and strengthen internal controls. Communicate effectively with clients. Communicate with management on work status and client issues that arise

This position requires: Master's Degree or equivalent in Accounting, Business Administration, or a related field OR a Bachelor's Degree or equivalent in Accounting, Business Administration, or a related field AND 5 years experience in offered position or related occupation

Please contact: Chakrabarti Management Consultancy, Inc. (CMCI)
Mr. Pulak Chakrabarti, President/CEP
10300 Eaton Place, suite 120
Fairfax, VA 22030

Incentive Program Policy

1. Referral Eligibility: All CMCI employees, except Team Leaders and Senior Management, Human Resources personnel, and managers with hiring authority over the referred candidates are eligible to refer candidates.
2. The referral date cannot be earlier than the date the job requisition is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.

3. The referral must represent the candidate's first contact with CMCI. Temporary, summer, contract and former employees of CMCI are not eligible candidates for referral awards.
4. To be eligible for an award, the referrals must first be submitted to Human Resources and must include a Candidate Referral Form and a resume or employment application.
5. The referring employee must agree to have his/her name used for introduction.
6. The first employee to refer a candidate will be the only referring employee eligible for payment.
7. Only candidates who meet the essential qualifications for the position will be considered.
8. All candidates will be evaluated for employment consistent with CMCI policies and procedures.
9. All information regarding the hiring decision will remain strictly confidential.
10. The referring employee must still be employed by CMCI during the hired candidate's first 180 days of employment in order to receive payment.
11. Any disputes or interpretations of the program will be handled through Human Resources.
12. All referral bonus payments will be paid within 30 days after the referred employee's 6 months of employment at CMCI.
13. The standard employee referral fee is currently \$200.00.

This notice was posted in a conspicuous place at on our company website and at CMCI Offices for a period of at least ten consecutive business days, from November 10, 2021 to November 30, 2021 to _____. The notice remained clearly visible and unobstructed during the entire period of posting. There were _____ replies to this posting notice.

Mr. Pulak Chakrabarti
President/CEO

Date